
MEMORANDUM

TO: Rye City School District Board
Rye City Council
FROM: Shared Services Committee
SUBJECT: Shared services
DATE: April 7, 2004

On March 9, 2004 several individuals representing the City of Rye and the Rye City School District (RCSD) met to discuss the services they currently share and the possibility of expanding into other shared services. This group came together to form the “Shared Services Committee”. The goal of the Committee is to identify service areas that would benefit from sharing efficiencies and effectiveness, and providing an overall savings for the taxpayers who support both organizations.

The Committee members attending the meeting included:

For the Rye City School District: Dr. Ed Shine, Superintendent; Robert Walsh, Assistant Superintendent; Sarah Mariani, School Board Member; Anne Povella, District Treasurer ; Lynn Ferguson, Assistant Tax Collector; Robert Castagna, Director of Physical Education; Steven Freer, Director of Buildings and Grounds.

For the City of Rye: Paul Shew, City Manager; Michael Genito, Assistant City Manager/City Comptroller; George Mottarella, City Engineer; William Rodriguez, Superintendent of Recreation; Mary Lou McClure, Deputy Comptroller; Pete Anfuso, DPW Supervisor; Kevin Cook, Recreation Supervisor; Kerry Donahue, Coordinator of Computer Services.

The Committee established separate workgroups targeted to the expertise of specific individuals in the following areas: facilities and grounds maintenance, recreation, financial services, and information technology. These workgroups will explore current and future shared services and report back to the full Committee. Ultimately, the Committee will publish a document that describes what areas were researched, the recommendation (if any) to share services in each area, and the reason(s) for those recommendations. The Committee also concluded that shared services should be revisited at least every three years, and more often if there are significant changes in functions, resources, or technology that may cause a review of previous recommendations.

To date the Committee has identified the following concerning shared services:

Buildings, Grounds, and Vehicle Maintenance

Vehicle Fueling – School-owned vehicles currently fuel up at retail gas stations. The city can offer fueling of school-owned vehicles at New York State contract pricing plus a nominal administrative charge.

Vehicle Maintenance – The city is willing to offer vehicle maintenance for school-owned vehicles for the cost of parts, labor, and a nominal administrative charge.

Salting of School Lots – The city currently provides deicing (salting) of school lots upon request of the school district, charging a flat rate per application.

Refuse Removal – The school district currently uses an independent contractor for refuse removal. The equipment used by the school district is too large for the city to offer refuse removal. However, this area deserves further exploration, as the city will be replacing its refuse equipment within the next two or three years.

Recycling – The school district currently does not have an extensive recycling program. The city can offer a full recycling program, which will not only benefit the school district in cost savings, but as well benefit the city's recycling statistics.

Sign Making – The city currently provides signage to the school district upon request, charging for labor and materials at cost.

Sewer Services – The city currently provides sewer services to the school district upon request, charging for labor and materials at cost.

Tree Maintenance/Removal – The school district currently uses an independent contractor for tree maintenance and removal services. The city is willing to offer its services and/or be added to the school district's list of bidders for such services.

Parking Lot Sweeping Services – The school district currently uses an independent contractor for the sweeping of its parking lots. The city is willing to offer its services and/or be added to the school district's list of bidders for such services.

Blacktop Patching – The city offers its services to patch potholes and make other minor blacktop repairs to the school district's parking lots. For major resurfacing work and striping of lots and streets, the city issues and awards competitive bids. The city would be willing to include the school district in its bids for resurfacing, striping, and sidewalk work.

Recreation

The city and school district currently have a Shared Facilities Agreement, and Intermunicipal Agreement, and several memoranda of understanding for specific recreational activities. Shared recreation services covered by these agreements include:

- Turf care and field site preparation
- Use of tennis courts
- Use of fields for soccer
- Use of Rye Golf Club golf course and pool facilities

The city and school district are reviewing the current agreements to determine how we might incorporate items like the placement, maintenance and repair of benches, repairs and improvements to backstops and fences, and repairs and maintenance to recreational facilities.

Financial Services

The city and school district currently share the cost materials and postage in the mailing of year-end tax statements. The city provides the labor and equipment at no charge to the school district.

The city and school district regularly exchange information concerning tax billing and collection. Both organizations currently use software provided by the same software company, and are researching the possibilities of sharing public access terminals at city hall and the school district administrative offices, and the sharing of the property tax database on a single server.

Other areas considered as possible shared services opportunities include:

- Tax billing and collection;
- Purchasing and competitive bidding;
- Accounts payable processing;
- Miscellaneous billing and collection;
- Payroll processing;
- General accounting and financial reporting using a shared financial management system;
- Insurance services (general liability, health, workers compensation, dental, vision, etc.).

The two organizations may also benefit from sharing financial and program policies and goals.

Cable Television Programs

In December of 1988 the Board of Education joined the Rye City Cable Commission to officially open the new community cable television studio housed at Rye High School. Since that time there has been a joint effort by the school district and the city to fund and operate what is known as "RCTV" (Rye Community Television).

In 1997, the city and the school district signed a memorandum of understanding for an intermunicipal agreement for the joint operation of a cable television studio. The memorandum outlined the term of the agreement [to 2006]; the agreed upon location; the studio equipment; repair of equipment; equipment acquisition; operations; access; channel allocation and responsibilities; utilities; custodial and maintenance; insurance; cooperation; applicable laws; and termination.

Although there have been minor issues that needed clarification over the years, students at Rye High School and members of the community have benefited from the access provided and the programming that occurs on a daily basis.

Information Technology Services

The city and school district are currently researching areas of information technology that might be shared. These would include data communications, file storage and retrieval, electronic mail and Internet services, disaster recovery, and training.

Respectfully submitted,
The Shared Services Committee